

# Guidance Counselor/Operations Course (GCOC)

**Purpose:** To provide training in those skills and knowledge required to perform in the position of Guidance Counselor, Operations, USAREC Liaison and Directorate staff positions for the United States Army Recruiting Command. Graduates receive the ASI V7

**Scope:** The curriculum is designed to provide Regular Army and Army Reserve enlistment procedures based on actual Military Entrance Processing Command data. Students learn using the "hands-on" approach. Students learn the latest computer hardware and software resources, advanced leadership and interviewing techniques, interpretation of Army regulations, selection and completion of enlistment forms, suitability procedures, enlistment options and programs, various reporting procedures, BI-Zone & RMZ, OCS/WOFT procedures, missioning procedures, recruiting market analysis, and waiver processing.

**Prerequisites:** Active Army and Army Reserve NCOs in MOS 79R, Staff Sergeant through Master Sergeant, and selected civilian personnel who are selected by HQ USAREC. Students must complete Phase I before attending the resident phase. Meet requirements of UR 601-96 (Page 1, Para 5a,b,), UR 350-1 Para 3-8

**Special Information:** Recruiting battalions are responsible for implementation and completion of Phase I. The Guidance Counselor Operations Course is four (4) weeks in length.

## **Publications involved in the Instruction:**

1. AR 601-210
2. AR 135-7
3. USAREC REG 600-22
4. USAREC REG 600-25
5. GCRc Users Manual
6. USAREC REG 601-45
7. USAREC REG 601-73
8. USAREC REG 601-87
9. USAREC REG 601-91
10. USAREC REG 601-94
11. USAREC REG 601-95
12. USAREC REG 601-96
13. USAREC REG 601-101
14. USAREC REG 601-107
15. USAREC REG 672-10

## **Subjects:**

### **Guidance Counselor Delayed Entry / Delayed Training Program Enlistment Procedures**

- A. Advanced Enlistment Eligibility
- B. Quality Control Procedures
- C. RA / AR Enlistment Options and Programs
- D. REQUEST procedures
- E. Select and complete appropriate enlistment forms
- F. DEP-In/DTP-In exercises
- G. Blueprinting

### **Guidance Counselor Administrative Functions**

- A. Maintain a Processing List
- B. Establish and maintain a Suitability Program
- C. Request an exception to policy
- D. Conduct a security interview
- E. Verify Enlistment Packet through ERM
- F. Discharge DEP/DTP/DS Status personnel
- G. Renegotiate a member of the DEP
- H. Conduct a before ship QC
- I. Required reports
- J. Administrative duties/functions exercise

### **Operations NCO DEP/DTP/Delayed Status Procedures**

- A. Delayed Status procedures
- B. Select and complete appropriate enlistment forms
- C. Ship/Accession exercises

### **Battalion Operations Functions**

- A. Process OCS/WOFT applications
- B. Conduct a Recruiting Market Analysis
- C. Perform data analysis

### **Lab Assignment**

Reinforce classroom instructions GCRc, Web REQUEST, and Waiver Procedures.

## **Examinations:**

1. APFT (Graduation Requirement)
2. QC/Eligibility Exam
3. Suitability Procedures Exam
4. Determine Options/Incentives Exam
5. GCRc/Request Operations
6. Operations Exam
7. Guidance Counselor Exercise (CONEX)

**For more information call, (803) 751-8795 or DSN 734-8795.**